

**JACKSON HOUSING COMMISSION**  
REGULAR MEETING – June 15, 2016 at 12:00pm  
Chalet Terrace Community Room  
**AGENDA**

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL  
Michelle Pultz- Orthaus, President  
Michelle Woods, Vice-President  
Patricia Davis-Dye, Commissioner  
Gerald Montgomery, Commissioner  
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: May 18, 2016
6. Approval of the Previously Paid Liabilities: May 2016
7. Presentation: Honeywell
8. RESOLUTIONS  
Resolution No. 2016-12: Collection Losses Write Offs: June 2016  
Resolution No. 2016-13: JHC Employee Handbook (Employee Policy) Revision update

DIRECTOR'S REPORTS

**Section 8**

*Leasing and HAP Utilization Report*

**Public Housing**

*Tenant Accounts Receivable*

*Consolidated TARS*

*Move Outs*

*Vacant Unit Turnaround*

**Executive**

*S8 Income Statement*

*PH Income Statement*

*Petty Cash Fund Register*

*After Hours/Emergency Response Report*

*Utility Costs and Consumption*

9. OTHER BUSINESS  
Employee Handbook  
Evaluation: Laurie Ingram

ADJOURNMENT

NEXT REGULAR MEETING: **Reed Manor Board Room- July 20, 2016**



## Jackson Housing Commission

### Regular Meeting

May 18, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on May 18, 2016 in the Reed Manor Board Room. **President** Pultz-Orthaus called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods. Commissioner Davis-Dye was absent.

Also present were:

Laurie Ingram, Executive Director  
Shari Boyce, Section 8 Director  
Chelsea Bryant, Executive Secretary  
Tremachel Johnson, Finance Director

#### **16-05-18-001 Public Comments**

Ms. Stilson-Postma introduced the current officers of the Reed Manor Residents Council.

#### **16-05-18-002 Approval of the Minutes of the Regular Meeting Held April 27, 2016**

Commissioners Pultz-Orthaus highlighted corrections that needed to be made to the minutes.

Commissioner Woods **MOVED** to approve with corrections the Regular Meeting Minutes of the meeting held April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

#### **16-05-18-003 Approval of the Minutes of the Annual Meeting Held April 27, 2016**

The minutes of the April 27, 2016 Annual Meeting were approved as written.

Commissioner Woods **MOVED** to approve the meeting minutes of the Annual Meeting April 27, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

#### **16-05-18-004 Approval of the Previously Paid Liabilities: April 2016**

A discussion of the paid liabilities took place. Ms. Ingram confirmed that Johnny's Tree service was used to quickly remove an antenna that was at risk of falling from a building at Reed Manor. Also discussed was the possibility of pursuing legal action to collect the costs associated with decontaminating a unit once occupied by the resident. Ms. Ingram stated that the JHC's attorneys advised that the costs may outweigh the benefits of pursuing action.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for April 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-05-18-005 Resolution No. 2016-10: Collection Losses Write Off: April 2016**

Ms. Ingram explained that spikes in collection write offs may occur at each site and gradually decrease as a result of recently implemented procedures that has alleviated high account balances held by tenants for long periods of time.

Commissioner Woods **MOVED** to approve the Collection Losses, April 2016.

Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

**16-05-18-006 Resolution No. 2016-09: RFP2016-04: Health Care Services**

During Ms. Ingram's overview of the healthcare plans she mentioned that each insurance company responding to the RFP provided a proposal for Blue Cross Blue Shield. However, there were variances in the specific plans being offered by each agency. Therefore, the Healthy Blue Living Plan proposed by the Craft Agency was the most comprehensive and affordable insurance plan for agency employees.

Commissioner Stark **MOVED** to amend the previous Resolution No: 2016-09 to specifically reference Health Blue Living as the insurance plan selected for JHC employees. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract for the Healthy Blue Living Plan. Commissioner Montgomery **SECONDED**.

**16-05-18-007 Resolution No. 2016-11: RFP2016-06 Reed Manor Restoration Project- Apartment A-11**

Commissioner Stark **MOVED** to authorize the Executive Director to execute a contract with INK Contracting for the restoration of Reed Manor-Apartment A-11. Commissioner Woods **SECONDED**.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods  
NAYS: None  
ABSTAIN: None  
ABSENT: P. Davis-Dye

**16-05-18-008 Resolution No. 2016-12: Jackson Housing Commission Employee Handbook/ Personnel Policy**

Commissioner Pultz-Orthaus advised that Resolution No. 2016-12 was incorrect and could not be used. During the discussion, Ms. Ingram explained that Paychex provides a very comprehensive service included in the agency's current contract that manages legislative updates affecting personnel policies. Using this service saves the agency time and legal costs associated with managing required updates to the personnel policy. Ms. Ingram also provided an overview of JHC policies updated as they existed in the previous employee manual.

Commissioner Stark **MOVED** to postpone the approval of the Employee Handbook /Personnel Policy until the Regular Meeting on June 15, 2016. Commissioner Stark **SECONDED**.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods  
NAYS: None  
ABSTAIN: None  
ABSENT: P. Davis-Dye

**16-05-18-009 DIRECTOR'S REPORTS**

Staff gave reports regarding the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

Mr. Stark expressed concerns regarding the high percentage of late/unpaid rent. Ms. Ingram stated new processes will aid in reducing those figures.

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Renovations will start at RM- Apartment A-11, June 2016.

Executive

F. S8 Income Statement

Ms. Johnson stated that JHC finances are in good order. Ms. Johnson and Ms. Ingram will review the budget to make sure that allocations are on track. Also mentioned, Emerge will no longer provide fee accounting services after June 30, 2016.

G. PH Income Statement

- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

**16-5-18-010 OTHER BUSINESS**

Letter Sent to HUD

Ms. Ingram is still waiting for a response from HUD.

ACOP Changes and Revisions

Ms. Ingram reviewed proposed changes to the Admissions and Continued Occupancy Policy (ACOP). No action is required by the board at this time. The agency is currently in the forty-five day public comment period. The ACOP will be presented for board approval at the meeting held on July 20, 2016.

Dog Park

Mr. Montgomery asked for an update regarding the Dog Park at Reed Manor. Ms. Ingram stated that a portion of the revenue generated from the Comcast contract is earmarked to fund the Dog Park and she is waiting to secure the funds prior to implementing the park. Ms Ingram also mentioned that she has consulted with the agency's legal team and is waiting for their advice before opening the park. Ms. Ingram confirmed that residents with pets are required to maintain immunizations for their pets and provide the agency with documentation.

Commissioner Woods **MOVED** to adjourn and Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held May 18, 2016 adjourned at 1:03pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

Date: 06/02/2016  
Time: 10:43:24

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 05/01/2016 To: 05/31/2016

Page: 1

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061248	05/18/2016	MARY F HOPKINS	Payment	142.00	P- 002-4374-08 FINAL ACCOUNTING
061249	05/18/2016	AccuShred, LLC	Payment	135.00	INVOICE #33000 SERVICE THROUGH 4/13/2016
061250	05/18/2016	AMBS CALL CENTER	Payment	588.74	ACCOUNT# 1909 INVOICE # 16041086 SERVICE PERIOD 05/01/2016-5/31/2016 USAGE PERIOD 03/31/2016-04/30/2016
061251	05/18/2016	American Office Solutions	Payment	79.11	ACCOUNT # J1087 INVOICE# IN77965 C5846 4500830X MXM364N 7125*\$0.010780
061252	05/18/2016	Aspen One Hour Heating & Air Conditioning	Payment	99.00	ACCOUNT # 151232 INVOICE# 358190
061253	05/18/2016	CASLER HARDWARE	Payment	153.50	CUSTOMER # 33561 INVOICE# I5827
061254	05/18/2016	COLLINS BROTHERS	Payment	515.85	CUSTOMER# 9300 INVOICE# 50343
061255	05/18/2016	CONSUMERS ENERGY	Payment	11,509.64	8 ACCOUNTS 100035146164 \$1179.46 103019880790 \$77.72 100035145687 \$168.93 100000120905 \$3217.96 100000120798 \$1483.68 100000120855 \$871.86 100035145554 \$2470.90 100000120954 \$2039.13
061256	05/18/2016	DBI BUSINESS INTERIORS	Payment	18.54	CUSTOMER# 224241 INVOICE# 03JC0731
061257	05/18/2016	GLG PRINT	Payment	93.00	INVOICE# 45394 BUSINESS ENVELOPES
061258	05/18/2016	HAMMOND HARDWARE	Payment	8.98	CUSTOMER# 33515 INVOICE# B333639
061259	05/18/2016	HOUSING DATA SYSTEMS, INC.	Payment	240.00	CUSTOMER# 6183 INVOICE# 220892
061260	05/18/2016	JACKSON APPLIANCE SERVICE LLC	Payment	34.90	INVOICE# 2543 1234 LAUREL LANE
061261	05/18/2016	Jackson Housing Commission	Payment	25,079.89	MANAGEMENT FEES APRIL 2016
061262	05/18/2016	FRANCIS JEAN COLE	Payment	83.00	RMTA STIPEND VICE PRESIDENT STIPEND
061263	05/18/2016	Keepin It Clean	Payment	110.00	2 INVOICES 05/02/2016 \$55.00 05/09/2016 \$55.00
061264	05/18/2016	KELLY WEBER	Payment	83.00	RMTA STIPEND PRESIDENT RMTA STIPEND APRIL 2016

Date: 06/02/2016  
Time: 10:43:24

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 05/01/2016 To: 05/31/2016

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061265	05/18/2016	MENARDS - JACKSON	Payment	680.16	ACCOUNT # 31610470 #52601 \$ 14.70 #52641 \$24.75 #52514 \$321.52 #52380 \$231.99 #52024 \$87.20
061266	05/18/2016	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT # 23056 INVOICE# 51516
061267	05/18/2016	OSBORNE PROCESS SERVICE	Payment	56.75	2 INVOICES INVOICE# OBP-2016001279 \$28.00 INVOICE# OBP-2016001276 \$ 28.75
061268	05/18/2016	Rooney's Sewer Service	Payment	220.00	3 INVOICES INVOICE# 2469 \$90 03/2016 INVOICE# 2460 \$40 03/2016 INVOICE# 1543 \$90
061269	05/18/2016	SAFETY SYSTEMS INC	Payment	1,110.97	CUSTOMER# 00938 INVOICE# 455895 \$720.00 INVOICE# 455697 \$212.00 INVOICE# 455582 \$178.97
061270	05/18/2016	OTIS ELEVATOR COMPANY	Payment	10,238.26	CUSTOMER# 299178 INVOICE# 60931 (\$505.58) INVOICE# CVJ08105 416 \$10,743.84
061271	05/18/2016	ELAINE CADDELL	Payment	233.00	ACCT# P-002-3272-08
061272	05/18/2016	THE SHERWIN -WILLIAMS CO.	Payment	237.95	REFUND OF OVER PAID RENT & SECURITY DEPOSIT ACCOUNT # 5291-3816-6 INVOICE# 6703-0
061273	05/18/2016	SPRINT	Payment	1,163.40	ACCOUNT# 128763256 INVOICE# 128763256-020
061274	05/18/2016	1ALX THE WORK NUMBER	Payment	62.30	CUSTOMER# 8805983 INVOICE# 2097714
061275	05/18/2016	TDS Metrocom	Payment	2,841.11	5 ACCOUNTS # 5177871188 \$2054.30 #5177870168 \$ 495.05 #5177800620 \$88.41 #5177800181 \$30.21 #5177876494 \$173.14
061276	05/18/2016	Tractor Supply Company	Payment	109.99	TICKET# 501306 SAFETY SHOES
061277	05/18/2016	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INVOICE# 74443
061278	05/18/2016	WILMAR INDUSTRIES	Payment	639.87	ACCOUNT# 70585 # 366178127 \$ 316.71 #366561694 \$323.16
061279	05/19/2016	Consumer Energy	Payment	2,812.00	Utility Reimbursement
061280	05/24/2016	Acuity	Payment	977.36	POLICY# X65676-4 POLICY TERM 7-30-15 TO 7-30-16

Date: 06/02/2016  
Time: 10:43:24

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 05/01/2016 To: 05/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061281	05/24/2016	APCO SUPPLY	Payment	219.84	ACCOUNT#178131 INVOICE#1265844-00
061282	05/24/2016	CASLER HARDWARE	Payment	6.57	ACCOUNT#33561 INVOICE# I 6090
061283	05/24/2016	CONSUMERS ENERGY	Payment	3,745.64	3 INVOICES ACCOUNT# 100000120764 \$3638.13 103021412111 \$46.57 100071388134 \$60.94
061284	05/24/2016	CUT-RATE PLUMBING	Payment	216.17	CUSTOMER ID# 644 RECEIPT# 620254 \$61.13 684996 \$93.91 620524 \$61.13
061285	05/24/2016	DBI BUSINESS INTERIORS	Payment	305.04	CUSTOMER# 224241 INVOICE# 03JD7620 \$ 56.20 03JD8939 \$ 7.95 03JD8940 \$ 57.30 03JD8936 \$ 183.59
061286	05/24/2016	ETNA Supply	Payment	7.41	ACCOUNT# 22603 INVOICE# S101763447.001
061287	05/24/2016	Firestone Complete Auto Care	Payment	42.98	INVOICE# 096835 REG# F153377
061288	05/24/2016	HAMMOND HARDWARE	Payment	56.67	CUSTOMER# 33515 TRANSACTION# B333524
061289	05/24/2016	INK CONTRACTING LLC	Payment	2,600.00	2 INVOICES INVOICE# 1024 \$1300 INVOICE# 1023 \$1300
061290	05/24/2016	JACKSON APPLIANCE SERVICE LLC	Payment	42.36	INVOICE# 2562 RB525 C1WH
061291	05/24/2016	Jackson Transportation Authority	Payment	107.89	INVOICE# 0026778-IN FUEL FOR APRIL 2016
061292	05/24/2016	Keepin It Clean	Payment	55.00	INVOICE# 51716 UNIT TURN CARPET CLEANING
061293	05/24/2016	MENARDS - JACKSON	Payment	1,048.99	ACCOUNT # 31610470 INVOICE# 52781 \$85.37 54239 \$677.01 53791 \$72.00 53392 \$136.42 53875 \$25.64 53347 \$52.55
061294	05/24/2016	OSBORNE PROCESS SERVICE	Payment	142.05	ACCOUNT# 3303-08 INVOICE# OBP-2016001290 \$28.00 OBP-2016001291 \$28.00 OBP-2016001277 \$28.00

Date: 06/02/2016  
Time: 10:43:24

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 05/01/2016 To: 05/31/2016

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061295	05/24/2016	PERFORMANCE AUTOMOTIVE	Payment	88.27	OBP-2016001280 \$28.00 OBP-2016001390 \$30.05 CUSTOMER# 4690 INVOICE# 1-1760274
061296	05/24/2016	Rooney's Sewer Service	Payment	90.00	INVOICE# 1740 INVOICE# 1740 \$90.00
061297	05/24/2016	SMALL BUSINESS ASSOCIATION OF MICHIGAN	Payment	13,932.24	CUSTOMER ID#281224 COVERAGE PERIOD 6/1/16 TO 7/1/16
061298	05/24/2016	TransUnion Rental Screening	Payment	70.20	CUSTOMER ID# 4408R0064047 INVOICE# 04632974
061299	05/24/2016	WILMAR INDUSTRIES	Payment	532.62	ACCOUNT# 70585 INVOICE# 366823029
061300	05/24/2016	DBI BUSINESS INTERIORS	Payment	63.80	CUSTOMER# 224241 INV# 03JD8938
<b>Total:</b>				( 92,117.35)	

Date: 06/02/2016  
Time: 10:46:05

Jackson Housing Commission  
**Register - Basic Listing**  
General COCC Account  
From: 05/01/2016 To: 05/31/2016

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002527	05/18/2016	AccuShred, LLC	Payment	25.00	INVOICE # 33000 SERVICES THROUGH 4/13/2016
002528	05/18/2016	GLG PRINT	Payment	74.50	INVOICE# 45394 BUSINESS ENVELOPES
002529	05/18/2016	NAHRO	Payment	1,320.00	MEMEBER ID# 0000000000042 ORDER# 10006324738 MEMBERSHIP 09/01/2016-08/31/2016
002530	05/18/2016	TREMACHEL JOHNSON	Payment	295.77	TRAVEL EXPENSES TRAINING - HCV FINANCIAL ACCTG/REPORTING ST LOUIS, MO 05.23.2016-05.26.2016
002531	05/18/2016	SPRINT	Payment	256.70	ACCOUNT #128763256 INVOICE# 128763256-020
002532	05/18/2016	ALLEGANCE OCCUPATIONAL HEALTH	Payment	345.00	INVOICE# 165672 APRIL 2016 SCREENING
002533	05/18/2016	COMCAST	Payment	124.53	ACCOUNT# 10721425384-01-4 INVOICE# 5175133852
002534	05/18/2016	DBI BUSINESS INTERIORS	Payment	270.68	CUSTOMER# 224241 # 03JD4218 \$197.19 #03JD1202 \$9.69 #03JD2000 \$63.80
002535	05/18/2016	Deborah Davis	Payment	50.00	REFUND OF DEPOSIT \$50.00 REFUND FOR SHAHAN COMMUNITY ROOM
002536	05/18/2016	HireRight, Inc.	Payment	96.73	CUSTOMER# 300245 INVOICE# G1911958
002537	05/24/2016	Acuity	Payment	586.41	POLICY# X65676-4 POLICY TERM 7-30-15 TO 7-30-16
002538	05/24/2016	SMALL BUSINESS ASSOCIATION OF MICHIGAN	Payment	11,692.82	CUSTOMER ID# 281224 COVERAGE PERIOD 6/1/16 TO 7/1/16
002539	05/24/2016	COMCAST	Payment	352.78	2 ACCOUNTS ACCOUNT# 01721276409-02-9 \$89.53 01721413438-01-3 \$263.25
002540	05/24/2016	DBI BUSINESS INTERIORS	Payment	26.56	CUSTOMER# 224241 INVOICE# 03JD6758 \$26.56
002541	05/24/2016	Computer Ties LLC	Payment	20.00	RECEIPT # 27722 RECEIPT# 27722 \$20.00
002542	05/24/2016	Emerge Accounting	Payment	2,625.00	INVOICE# MAY-001 INVOICE# MAY -001
002543	05/24/2016	Pentiuk, Couvreur & Koblijak, P.C	Payment	444.00	ACCOUNT#114310.001 INVOICE#26510 \$444.00
002544	05/24/2016	STAMPCO	Payment	76.90	2 INVOICES INV# 30826 \$19.95 30795 \$56.95

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002545	05/25/2016	COMCAST	Payment	103.38	2 INVOICES ACCOUNT# 01721 346503-01-6 \$89.40 01721 422342-01-5 \$13.98
002546	05/25/2016	NAN MCKAY & Associates, Inc.	Payment	224.00	CUSTOMER ID#JAC49201 INVOICE# INV212394 \$224.00
002547	05/25/2016	Nonprofit Network	Payment	300.00	LVL 5 MEMBERSHIP LEVEL 5 MEMBERSHIP RENEWAL \$300.00
002548	05/25/2016	Deborah Davis	Payment	88.96	PURCH REQ 9405 SAMS CLUB \$11.96 JACKSON COUNTY CHMBR COMM \$50.00 BURGER KING \$15.00 DOLLAR TREE \$11.96
Total:				( 19,399.72)	

Date: 06/02/2016  
Time: 10:46:29

Jackson Housing Commission  
**Register - Basic Listing**  
Section 8 Housing Voucher Prog  
From: 05/01/2016 To: 05/31/2016

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054329	05/18/2016	AccuShred, LLC	Payment	25.00	INVOICE# 33000 SERVICES TRHOUGH 4/13/2016
054330	05/18/2016	GLG PRINT	Payment	31.00	INVOICE# 45394 BUSINESS ENVELOPES
054331	05/18/2016	TALX THE WORK NUMBER	Payment	99.65	CUSTOMER# 8805983 INVOICE# 2097714
054332	05/24/2016	Acuity	Payment	390.94	POLICY# X65676-4 POLICY TERM 7-30-15 TO 7-30-16
054333	05/24/2016	SMALL BUSINESS ASSOCIATION OF MICHIGAN	Payment	2,064.29	CUSTOMER ID# 281224 COVERAGE PERIOD 6/1/16 TO 7/1/16
054334	05/24/2016	TransUnion Rental Screening	Payment	40.50	CUSTOMER ID# 4408R00064047 INVOICE# 04632974
054335	05/24/2016	DBI BUSINESS INTERIORS	Payment	101.62	CUSTOMER# 224241 INV# 03JD8934 \$2.98 INV# 03JD8933 \$98.64
054336	05/24/2016	Jackson Housing Commission	Payment	49,975.00	MANAGEMENT FEES \$12,000 SALARIES REIMBURSEMENT \$37,975 JANUARY 2016 - APRIL 2016
<b>Total:</b>				(	52,728.00)



**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_ read in full and considered:

**RESOLUTION NO. 2016-12**

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

AMP 1: Chalet Terrace	\$ N/A
AMP 2: Reed Manor	\$ 1,653.60
AMP 3: Shahan-Blackstone Apts.	<u>\$ N/A</u>
<b>Total</b>	<b>\$ 1,653.60</b>

The attached Collection Losses Report reflects the delinquent amount of **\$1,653.60** and is hereby approved for fiscal year 2016 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion, and, roll call vote the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

President declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on June 15, 2016.

\_\_\_\_\_  
Michele Pultz-Orthaus  
President

# Collection Losses Report

*Three months or greater*

June 2016

Board Resolution 2016-12

Property	Reference Number	EOP Date	Amount
Reed Manor	002-3302-07	2-18-16	\$ 1,653.60

Property	Amount
Chalet Terrace	N/A
Reed Manor	\$1,653.60
Shahan Blackstone North	N/A
<b>Total Write Off</b>	<b>\$1,653.60</b>

Note: Accounts are written off at the end of the month and after three months of delinquency.

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2016-13**

**WHEREAS**, pursuant the Annual Contributions Contract between the Department of Housing and Urban Development (HUD) and the Jackson Housing Commission, the Commission has adopted an Employee Handbook (Personnel Policy);

**WHEREAS**, the Jackson Housing Commission Employee Handbook is updated as needed to reflect legislative changes affecting personnel policies;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the Employee Handbook (Personnel Policy) revision effective June 15, 2016;

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

President \_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on June 15, 2016.

\_\_\_\_\_  
Michelle Puitz-Orthaus  
Executive Director



# Leasing and HAP Utilization

Cy 2016

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRP Available
Balance Forward											54,518
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	60,582
February	180,945	197,887	109.4%	441	448.72	92.9%	475	1,365	4	(16,942)	45,009
March	196,972	198,837	101.0%	448	443.83	94.4%	475	1,555	4	(1,865)	44,703
April	197,361	206,280	104.6%	454	454.36	95.6%	475	1,230	4	(8,919)	37,018
May	204,356	210,732	103.2%	459	459.11	96.7%	475	2,026	4	(6,376)	32,672
June											
July											
August											
September											
October											
November											
December										(28,569)	
	978154	1006723	103.1	2238	449.73	94.28	2375	6703	20		



Date: 05/31/2016  
Time: 09:47:48

Jackson Housing Commission  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - May 2016  
Project: 001 - Chalet Terrace

Page: 1

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 05/31/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125      2. Total Charges: 28,825.60      3. Dwelling Rental: 26,825.60      4. Retroactive Rent: 0.00      5. Excess Utility: 463.90      6. Additional Charges: 1,336.10

**C. Receivables**

Tenants in Possession (TIP)

No. of Accounts  
Delinquent

**Accounts Receivable**

Dwelling  
Rental

Retroactive  
Rent

Excess  
Utility

Additional  
Charges

Amounts  
Delinquent

One Month or  
Less Delinquent

10

640.32

0.00

12.50

176.00

828.82

Over One  
Month Delinquent

54

4,992.30

0.00

1,139.84

6,621.09

12,753.23

Total for TIP

64

13,582.05

Vacated TAR

10

1,795.00

**Total**

74

15,377.05

**D. TARs**

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

13

2,978.80

Under Formal Repayment Agreement  
with Payments Up-to-Date

13

2,978.80

Excluding Amounts Covered by Formal  
Up-to-Date Repayment Agreements

51

10,603.25

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable

Current Reporting  
Period (end date)  
05/31/2016

Prior FY  
(one year to date)  
05/31/2015

Previous FY  
(two years to date)  
05/31/2014

1. Percent of Accounts Delinquent to No. of Tenants In Possession

51

52

46

5. Percent of Amount Delinquent (excluding amounts covered by  
formal up-to-date repayment agreement) to Total Charges

37

43

20

**F. Collection Losses**

1. Amount Charged to Loss this Period

0.00

2. Amount Charged to Loss this Year to Date

14.00

## Report of Tenants Accounts Receivable (TARs)

Public Housing - May 2016

Project: 002 - Reed Manor

### A. Basic Identification Data

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 05/31/2016

### B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 289      2. Total Charges: 56,874.63      3. Dwelling Rental: 55,439.48      4. Retroactive Rent: 118.00      5. Excess Utility: 0.00      6. Additional Charges: 1,317.15

### C. Receivables

Tenants in Possession (TIP)

No. of Accounts  
Delinquent

#### Accounts Receivable

Dwelling  
Rental

Retroactive  
Rent

Excess  
Utility

Additional  
Charges

Amounts  
Delinquent

One Month or  
Less Delinquent

16

206.48

0.00

0.00

1,361.25

1,567.73

Over One  
Month Delinquent

61

1,909.00

2,594.00

17.00

13,506.37

18,026.37

Total for TIP

77

19,594.10

Vacated TAR

26

12,358.03

Total

103

31,952.13

### D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

43

12,836.80

Under Formal Repayment Agreement  
with Payments Up-to-Date

43

12,836.80

Excluding Amounts Covered by Formal  
Up-to-Date Repayment Agreements

34

6,757.30

### E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting  
Period (end date)  
05/31/2016

Prior FY  
(one year to date)  
05/31/2015

Previous FY  
(two years to date)  
05/31/2014

1. Percent of Accounts Delinquent to No. of Tenants In Possession

27

38

29

5. Percent of Amount Delinquent (excluding amounts covered by  
formal up-to-date repayment agreement) to Total Charges

12

26

19

### F. Collection Losses

1. Amount Charged to Loss this Period      1,178.30

2. Amount Charged to Loss this Year to Date      2,792.38

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - May 2016  
Project: 003 - Shahan-Blackstone

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 05/31/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 116      2. Total Charges: 10,168.60      3. Dwelling Rental: 9,478.00      4. Retroactive Rent: 0.00      5. Excess Utility: 0.00      6. Additional Charges: 690.60

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	4	51.55	0.00	0.00	336.00	387.55
Over One Month Delinquent	40	1,546.60	1,789.30	410.35	5,587.75	9,334.00
Total for TIP	44					9,721.55
Vacated TAR	4					1,946.50
<b>Total</b>	<b>48</b>					<b>11,668.05</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	3,444.59
Under Formal Repayment Agreement with Payments Up-to-Date	10	3,444.59
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	34	6,276.96

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 05/31/2016	Prior FY (one year to date) 05/31/2015	Previous FY (two years to date) 05/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	34	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	62	45	16

**F. Collection Losses**

1. Amount Charged to Loss this Period	2,029.10
2. Amount Charged to Loss this Year to Date	2,138.87

**Report of Tenants Accounts Receivable (TARs)**

Public Housing - May 2016

Project: ALL - Summary

**A. Basic Identification Data**3. Total Units Available: 5405. Fiscal Year Beginning: 04/01/20166. Report Period Ending Date: 05/31/2016**B. Charges to Tenants**

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period:

530

2. Total Charges:

95,668.83

3. Dwelling Rental:

91,743.08

4. Retroactive Rent:

118.00

5. Excess Utility:

463.90

6. Additional Charges:

3,343.85**C. Receivables**

Tenants in Possession (TIP)

No. of Accounts  
DelinquentOne Month or  
Less Delinquent

30

Over One  
Month Delinquent

155

Total for TIP

185

Vacated TAR

40

Total

225

**Accounts Receivable**Dwelling  
RentalRetroactive  
RentExcess  
UtilityAdditional  
ChargesAmounts  
Delinquent

898.35

0.00

12.50

1,873.25

2,784.10

8,447.90

4,383.30

1,567.19

25,715.21

40,113.60

42,897.70

16,099.53

58,997.23

**D. TARs**

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

66

19,260.19

Under Formal Repayment Agreement  
with Payments Up-to-Date

66

19,260.19

Excluding Amounts Covered by Formal  
Up-to-Date Repayment Agreements

119

23,637.51

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable

Current Reporting  
Period (end date)  
05/31/2016Prior FY  
(one year to date)  
05/31/2015Previous FY  
(two years to date)  
05/31/2014

1. Percent of Accounts Delinquent to No. of Tenants In Possession

35

40

33

5. Percent of Amount Delinquent (excluding amounts covered by  
formal up-to-date repayment agreement) to Total Charges

25

34

19

**F. Collection Losses**

1. Amount Charged to Loss this Period

3,207.40

2. Amount Charged to Loss this Year to Date

4,945.25

# Jackson Housing Commission Consolidated TARS Report

May 2016

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	88	69	3	2		33	7
Reed Manor	292	259	87	3	1		27	6
Shahan Blackstone	120	104	87	4	3		11	5

# Move-Outs Report

May 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	001-1128-07	5-9-16	Buying a home
Chalet Terrace	001-1146-06	5-31-16	Received HCV
Reed Manor	002-4436-06	5-2-16	Deceased
Reed Manor	002-3248-07	5-9-16	Dissatisfaction
Reed Manor	002-4415-10	5-9-16	Eviction
Reed Manor	002-3241-07	5-13-16	Dissatisfaction
Reed Manor	002-3246-06	5-16-16	Does not feel safe
Reed Manor	002-2209-07	5-18-16	No notice given
Reed Manor	002-4442-09	5-31-16	Received HCV
Shahan Blackstone North	003-6597-04	5-2-16	Received HCV
Shahan Blackstone North	003-5510-13	5-4-16	Failure to pay rent

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 05/01/2016 and 05/31/2016

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Exempt Days		
											Capital Funds	Down Time	Other Make Ready Up
0003-5517	112 Shahan Drive		04/02/2016	04/14/2016	11	05/11/2016	28	05/12/2016	0	39	0	0	0
0001-1150	1232 Heather Lane		04/05/2016	04/05/2016	0	05/11/2016	35	05/11/2016	0	35	0	0	0
0003-5549	306 Moorman Drive		04/13/2016	04/13/2016	0	04/18/2016	5	05/09/2016	20	25	0	0	0
0003-5526	103 Shahan Drive		04/14/2016	04/18/2016	3	04/26/2016	9	05/10/2016	13	25	0	0	0
0002-3264	301 Steward Ave	D-17	04/18/2016	04/19/2016	0	04/28/2016	10	05/02/2016	3	13	0	0	0
0001-1166	313 Barbary Drive		04/21/2016	04/26/2016	4	05/18/2016	23	05/23/2016	4	31	0	0	0
0002-4447	315 Steward Avenue	I-34	04/27/2016	04/28/2016	0	05/10/2016	13	05/11/2016	0	13	0	0	0
0002-4403	207 Steward Avenue	H-34	04/27/2016	04/27/2016	0	05/04/2016	7	05/13/2016	8	15	0	0	0
0002-4436	315 Steward Avenue	I-23	05/02/2016	05/03/2016	0	05/11/2016	9	05/13/2016	1	10	0	0	0
0002-3248	301 Steward Ave	D-1	05/09/2016	05/10/2016	0	05/17/2016	8	05/20/2016	2	10	0	0	0
0002-4415	315 Steward Avenue	I-2	05/09/2016	05/10/2016	0	05/19/2016	10	05/20/2016	0	10	0	0	0
0002-3313	301 Steward Ave	F-14	05/10/2016	05/10/2016	0	05/20/2016	9	05/20/2016	0	9	0	0	0
0002-3246	301 Steward Ave	B-23	05/13/2016	05/13/2016	0	05/19/2016	6	05/20/2016	0	6	0	0	0
0002-3241	301 Steward Ave	B-18	05/13/2016	05/14/2016	0	05/20/2016	6	05/20/2016	0	6	0	0	0
0002-2209	428 Wildwood Ave	A-9	05/18/2016	05/19/2016	0	05/23/2016	4	05/23/2016	0	4	0	0	0
Total Units:					18		182		51	251	0	0	0

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 05/01/2016 and 05/31/2016

**Element # - Description**

V12400 - Total number of turnaround days:	251
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	15
V12800 - Average number of days units were in down time:	1.20
V12900 - Average number of days units were in make-ready:	12.13
V13000 - Average number of days units were in lease-up:	3.40
V13100 - Average unit turnaround days:	16.73



EMERGE  
CERTIFIED  
PUBLIC  
ACCOUNTANTS

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

## Jackson Housing Authority


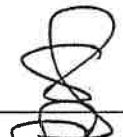

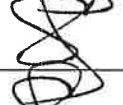






Executive Director: Laurie Ingram

### Monthly Financial Reports

301 Steward Avenue  
Jackson, MI 49201

Date: 10/9/10

Below is a list of the work submitted to the Jackson Housing Authority:

Manager	Accountant	
		Income Statements
		Balance Sheets
		Bank Reconciliations
		Ratios
		Variance Analysis



EMERGE  
CERTIFIED  
PUBLIC  
ACCOUNTANTS

**Jackson Housing Authority  
Ratios  
For Period Ended 5/31/2016**

Quick Ratio:			<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 454,259}{\$ 73,931} =$		6.14	12.00	12.00	100%
RM	$\frac{\$ 611,259}{\$ 99,482} =$		6.14	12.00	12.00	100%
SB	$\frac{\$ 84,141}{\$ 13,694} =$		6.14	12.00	12.00	100%

**MENAR:**

CT	$\frac{\$ 380,328}{\$ 72,483} =$		5.25	11.00	11.00	100%
RM	$\frac{\$ 511,777}{\$ 92,752} =$		5.52	11.00	11.00	100%
SB	$\frac{\$ 70,447}{\$ 52,477} =$		1.34	7.10	11.00	65%

**Debt Service Coverage Ratio:**

CT	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$		0.00	2.00	2.00	100%

<b>CT Total Score</b>	<b><u>25.00</u></b>	<b><u>25.00</u></b>	<b><u>100%</u></b>
<b>RM Total Score</b>	<b><u>25.00</u></b>	<b><u>25.00</u></b>	<b><u>100%</u></b>
<b>SB Total Score</b>	<b><u>21.10</u></b>	<b><u>25.00</u></b>	<b><u>84%</u></b>
<b>Average Weighted Score</b>	<b><u>23.70</u></b>	<b><u>25.00</u></b>	<b><u>95%</u></b>

# Jackson Housing Commission

## Chalet Terrace

Income Statement  
Month Ending May 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	26,876	25,258	1,618	50,134	50,516	(382)
Interest Income	23		23	45	-	45
Operating Subsidy	49,001	45,988	3,013	171,656	91,976	79,680
Other Income	2,756	7,520	(4,764)	48,169	15,040	33,129
<b>Operating Income</b>	<b>78,656</b>	<b>78,766</b>	<b>(110)</b>	<b>270,003</b>	<b>157,532</b>	<b>112,471</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	4,184	4,266	82	11,022	8,532	(2,490)
Employee Benefits- Admin	1,733	1,878	145	2,910	3,756	846
Administrative Expense	1,293	2,543	1,250	5,702	5,086	(616)
Audit Fees	-	333	333	-	666	666
Legal Expense	233	429	196	726	858	132
Management Fees	5,926	6,357	431	11,853	12,714	862
Bookkeeping Fees	-	284	284	-	568	568
Asset Management Fees	-	364	364	-	728	728
Payroll Services	-	94	94	-	188	188
Office Supplies	1,557	592	(965)	2,585	1,184	(1,401)
Postage	-	54	54	-	108	108
Retirees Health Insurance	2,699	1,579	(1,120)	4,049	3,158	(891)
Staff Training	-	294	294	22	588	566
Telecommunications	-	887	887	922	1,774	852
<b>Total Administrative Expense</b>	<b>17,626</b>	<b>19,954</b>	<b>2,328</b>	<b>39,790</b>	<b>39,908</b>	<b>118</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	12,693	8,128	(4,565)	36,369	16,256	(20,113)
Employee Benefits - Maintenance	2,323	2,575	252	4,405	5,150	745
Maintenance Contracts	4,445	4,864	419	9,302	9,728	426
Maintenance Materials	1,663	4,164	2,501	4,394	8,328	3,934
Security Contracts	-	-	-	-	-	-
<b>Total Maintenance Expense</b>	<b>21,124</b>	<b>19,731</b>	<b>(1,393)</b>	<b>54,470</b>	<b>39,462</b>	<b>(15,008)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	711	711	-	1,422	1,422
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>711</b>	<b>711</b>	<b>-</b>	<b>1,422</b>	<b>1,422</b>
<b>Utilities &amp; General Expenses</b>						
Collection Losses	-	333	333	-	333	333
Electric	6,534	6,250		19,618	12,500	(7,118)
Gas	5,667	7,476		24,774	14,952	(9,822)
Fuel	-	83		-	166	166
Insurance	3,287	3,293		5,146	6,586	1,440
Payments in Lieu of Taxes	-	997		-	1,994	1,994
Water & Sewer	-	4,168		1,169	8,336	7,167
<b>Total Utilities</b>	<b>15,488</b>	<b>22,600</b>	<b>333</b>	<b>50,706</b>	<b>44,867</b>	<b>(5,839)</b>
<b>TOTAL Operating Expense</b>	<b>54,238</b>	<b>62,996</b>	<b>1,979</b>	<b>144,966</b>	<b>125,659</b>	<b>(19,307)</b>
<b>NET INCOME (LOSS)</b>	<b>24,418</b>	<b>15,770</b>	<b>8,648</b>	<b>125,038</b>	<b>31,873</b>	<b>93,165</b>

# Jackson Housing Commission

## Reed Manor

Income Statement  
Month Ending May 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	53,434	54,614	(1,180)	109,609	109,228	381
Interest Income	23	22	1	45	44	1
Operating Subsidy	76,722	61,800	14,922	279,189	123,600	155,589
CFP Operational Income	-	5,110	(5,110)	-	10,220	(10,220)
Other Income	12,146	12,760	(614)	14,318	25,520	(11,202)
<b>Operating Income</b>	<b>142,325</b>	<b>134,306</b>	<b>8,019</b>	<b>403,161</b>	<b>268,612</b>	<b>134,549</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	8,439	7,966	(473)	23,132	15,932	(7,200)
Employee Benefits- Admin	4,113	2,497	(1,616)	4,327	4,994	667
Administrative Expense	1,114	1,768	654	3,937	3,536	(401)
Audit Fees	-	333	333	-	666	666
Legal Expense	384	559	175	1,162	1,118	(44)
Management Fees	13,654	14,934	1,280	27,450	29,868	2,418
Bookkeeping Fees	-	441	441	-	882	882
Asset Management Fees	-	319	319	-	638	638
Payroll Services	-	94	94	-	188	188
Office Supplies	2,821	793	(2,028)	4,036	1,586	(2,450)
Postage	-	131	131	-	262	262
Retirees Health Insurance	-	318	318	-	636	636
Staff Training	-	321	321	52	642	590
Telecommunications	-	1,493	1,493	1,492	2,986	1,494
<b>Total Administrative Expense</b>	<b>30,524</b>	<b>31,967</b>	<b>1,443</b>	<b>65,589</b>	<b>63,934</b>	<b>(1,655)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	9,691	15,519	5,828	29,964	31,038	1,074
Employee Benefits - Maintenance	7,208	6,538	(670)	11,234	13,076	1,842
Maintenance Contracts	4,570	10,219	5,649	13,413	20,438	7,025
Maintenance Materials	1,092	4,816	3,724	5,898	9,632	3,734
<b>Total Maintenance Expense</b>	<b>22,561</b>	<b>37,092</b>	<b>14,531</b>	<b>60,508</b>	<b>74,184</b>	<b>13,676</b>
<b>Tenant Services</b>						
Tenant Services Recreation	166	3,517	3,351	166	7,034	(6,868)
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>166</b>	<b>3,517</b>	<b>3,351</b>	<b>166</b>	<b>7,034</b>	<b>(6,868)</b>
<b>Utilities &amp; General Expenses</b>						
Collection Losses	-	428	428	-	428	428
Electric	-	13,647	13,647	24,882	27,294	2,412
Gas	3,638	3,200	(438)	16,747	6,400	(10,347)
Fuel	-	38	38	-	76	76
Insurance	3,394	2,807	(587)	7,443	5,614	(1,829)
Payments in Lieu of Taxes	-	2,386	2,386	-	4,772	4,772
Water & Sewer	-	4,768	4,768	10,169	9,536	(633)
<b>Total Utilities</b>	<b>7,032</b>	<b>27,274</b>	<b>20,242</b>	<b>59,240</b>	<b>54,120</b>	<b>(5,120)</b>
<b>TOTAL Operating Expense</b>	<b>60,284</b>	<b>99,850</b>	<b>39,566</b>	<b>185,503</b>	<b>199,272</b>	<b>33</b>
<b>NET INCOME (LOSS)</b>	<b>82,041</b>	<b>34,456</b>	<b>47,585</b>	<b>217,658</b>	<b>69,340</b>	<b>134,582</b>

# Jackson Housing Commission

## Shahan Blackstone

Income Statement  
Month Ending May 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	7,854	11,584	(3,730)	17,817	23,168	(5,351)
Interest Income	23		23	45	-	45
Operating Subsidy	34,185	37,179	(2,994)	137,358	74,358	63,000
Other Income	294	5,328	(5,034)	1,485	10,656	(9,171)
<b>Operating Income</b>	<b>42,356</b>	<b>54,091</b>	<b>(11,735)</b>	<b>156,705</b>	<b>108,182</b>	<b>48,523</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	3,659	4,266	607	9,977	8,532	(1,445)
Employee Benefits- Admin	4,281	1,438	(2,843)	6,505	2,876	(3,629)
Administrative Expense	2,566	3,020	454	8,917	6,040	(2,877)
Audit Fees	-	333	333	-	666	666
Legal Expense	461	365	(96)	680	730	50
Management Fees	5,500	6,064	564	11,189	12,128	939
Bookkeeping Fees	-	135	135	-	270	270
Asset Management Fees	-	120	120	-	240	240
Payroll Services	-	94	94	-	188	188
Office Supplies	1,827	182	(1,645)	2,919	364	(2,555)
Postage	-	59	59	-	118	118
Retirees Health Insurance	-	427	427	-	854	854
Staff Training	-	277	277	30	554	524
Telecommunications	-	-	-	546	-	(546)
<b>Total Administrative Expense</b>	<b>18,294</b>	<b>16,780</b>	<b>(1,514)</b>	<b>40,763</b>	<b>33,560</b>	<b>(7,203)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	8,754	8,126	(628)	21,326	16,252	(5,074)
Employee Benefits - Maintenance	2,707	4,567	1,860	4,171	9,134	4,963
Maintenance Contracts	4,987	3,731	(1,256)	13,058	7,462	(5,596)
Maintenance Materials	1,857	3,631	1,774	6,341	7,262	921
<b>Total Maintenance Expense</b>	<b>18,305</b>	<b>20,055</b>	<b>1,750</b>	<b>44,896</b>	<b>40,110</b>	<b>(4,786)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	711	711	-	1,422	1,422
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>711</b>	<b>711</b>	<b>-</b>	<b>1,422</b>	<b>1,422</b>
<b>Utilities &amp; General Expenses</b>						
Collection Losses	-	227	227	-	227	227
Electric	2,249	1,258	(991)	5,044	2,516	(2,528)
Gas	46	146	100	559	292	(267)
Insurance	1,990	1,357	(633)	3,835	2,714	(1,121)
Payments in Lieu of Taxes	-	422	422	-	844	844
Water & Sewer	-	3,764	3,764	9,857	7,528	(2,329)
<b>Total Utilities</b>	<b>4,285</b>	<b>7,174</b>	<b>2,889</b>	<b>19,295</b>	<b>14,121</b>	<b>(5,174)</b>
<b>TOTAL Operating Expense</b>	<b>40,884</b>	<b>44,720</b>	<b>3,836</b>	<b>104,954</b>	<b>89,213</b>	<b>(15,741)</b>
<b>NET INCOME (LOSS)</b>	<b>1,471</b>	<b>9,371</b>	<b>(7,900)</b>	<b>51,750</b>	<b>18,969</b>	<b>32,781</b>

# Jackson Housing Commission

## Public Housing

### Balance Sheet

Month Ending May 31, 2016

#### ASSETS

##### Current Assets

###### Cash

Cash - General Fund	644,402
General Fund Savings	413,077
<b>Total Cash</b>	<b>1,057,479</b>

###### Other Current Assets

###### Total Other Current Assets

###### Accounts Receivable

Tenants	23,543
Allowance For Bad Debts - Tenants	(15,298)
<b>Total Accounts Receivable</b>	<b>8,245</b>

###### Prepaid Assets

Prepaid Insurance	72,397
Prepaid Maintenance	11,538
<b>Total Prepaid Assets</b>	<b>83,935</b>

###### Total Current Assets

**1,149,659**

###### Fixed Assets

Land, Structure & Equipment - CT	5,482,077
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,871,659
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,470,793
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932
<b>Total Fixed Assets</b>	<b>8,913,336</b>

#### TOTAL ASSETS

**10,062,995**

#### LIABILITIES & EQUITY

##### Liabilities

###### Current Liabilities

Compensated Absences	20,414
Payments in Lieu Of Tax	9,366
Accrued Wages	22,996
Security Deposits	109,583
Accounts Payable Due to COCC	24,748
<b>Total Current Liabilities</b>	<b>187,107</b>

###### Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603
<b>Total Long Term Liabilities</b>	<b>160,163</b>

##### Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	643,049
Net Income(Loss)	185,635
<b>Total Equity</b>	<b>9,715,725</b>

#### TOTAL LIABILITIES & EQUITY

**10,062,995**

# Jackson Housing Commission

## Central Office (COCC)

Income Statement  
Month Ending May 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Management Fee	25,080	38,730	(13,650)	53,492	38,730	14,762
Asset Management Fee	-	2,518	(2,518)	-	2,518	(2,518)
Bookkeeping Fee	-	3,973	(3,973)	-	3,973	(3,973)
CFP Operatinal Income	-	-	-	-	-	-
CFP Management Improvement	-	1,337	(1,337)	-	1,337	(1,337)
Other Income	2,425	2,476	(51)	-	2,476	(2,476)
<b>Operating Income</b>	<b>27,505</b>	<b>49,033</b>	<b>(21,528)</b>	<b>53,492</b>	<b>49,033</b>	<b>4,458</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	24,521	27,581	3,061	57,726	55,163	(2,564)
Employee Benefits- Admin	10,221	9,337	(884)	14,478	18,675	4,197
Administrative Expense	417	3,534	3,117	2,509	7,067	4,558
Audit Fees	-	333	333	-	667	667
Insurance	986	1,164	178	2,062	2,328	265
Legal Expense	444	417	(27)	564	834	270
Membership and Dues	-	118	118	-	235	235
Office Supplies	3,332	858	(2,474)	7,393	1,716	(5,678)
Postage	-	105	105	-	210	210
Payroll Services	-	94	94	-	188	188
Retiree Insurance	6,735	2,561	(4,173)	9,145	5,122	(4,023)
Staff Training	-	624	624	266	1,248	983
Staff Travel	36	378	343	78	756	679
Accounting Fees	2,625	1,432	(1,193)	7,875	2,864	(5,011)
Sundry	-	87	87	152	175	23
Telecommunications	-	361	361	229	722	493
<b>Total Administrative Expense</b>	<b>49,316</b>	<b>48,984</b>	<b>(332)</b>	<b>102,477</b>	<b>97,968</b>	<b>(4,509)</b>
<b>TOTAL Operating Expense</b>	<b>49,316</b>	<b>48,984</b>	<b>(332)</b>	<b>102,477</b>	<b>97,968</b>	<b>(4,509)</b>
<b>NET INCOME (LOSS)</b>	<b>(21,811)</b>	<b>49</b>	<b>(21,860)</b>	<b>(48,985)</b>	<b>(48,934)</b>	<b>(51)</b>

# Jackson Housing Commission

Central Office (COCC)

Balance Sheet

Month Ending May 31, 2016

## ASSETS

### Current Assets

#### Cash

General - Non-Federal Funds MM	180,440
CNB Checking	31,207
Petty Cash	1,099
<b>Total Cash</b>	<b>212,746</b>

#### Other Current Assets

Washington TAR	2,285
Accounts Receivable Due From HCV	12,000
Accounts Receivable Due From PH	24,748
<b>Total Other Current Assets</b>	<b>39,033</b>

#### Prepaid Assets

Prepaid	6,533
<b>Total Prepaid Assets</b>	<b>6,533</b>

### Total Current Assets

**\$ 258,313**

#### Fixed Assets

Building, Structure & Equipment	634,970
Accumulated Depreciation	(602,622)
<b>Total Fixed Assets</b>	<b>32,348</b>

## TOTAL ASSETS

**290,660**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372
Due to Public Housing	-
<b>Total Current Liabilities</b>	<b>44,851</b>

#### Long Term Liabilities

#### Total Long Term Liabilities

-

### Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	262,447
Net Income (Loss)	(48,985)
<b>Total Equity</b>	<b>245,810</b>

## TOTAL LIABILITIES & EQUITY

**290,660**

**Jackson Housing Commission**  
**Section 8 Voucher Program**  
**Income Statement**  
**Month Ending May 31, 2016**

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
<b>Income</b>						
Housing Assistance Revenue	204,356	198,300	6,056	401,717	396,600	5,117
Administrative Fee Revenue	18,988	20,465	(1,477)	37,975	40,930	(2,955)
Fraud Recovery	4,054	28,105	(24,051)	6,513	56,210	(49,697)
Interest Income	9	-	9	18	-	18
Other Income	-	-	-	-	-	-
<b>Operating Income</b>	<b>227,407</b>	<b>246,870</b>	<b>(19,463)</b>	<b>446,224</b>	<b>493,740</b>	<b>(47,516)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	8,144	8,523	379	22,393	17,046	(5,347)
Employee Benefits - Admin	3,065	3,554	489	7,021	7,108	87
Payroll Services	-	94	94	-	188.00	188
Staff Training	-	323	323	-	646.00	646
Inspection Expense	1,642	859	(783)	2,587	1,718.00	(869)
Insurance	712	567	(145)	1,513	1,134.00	(379)
Audit Fees	-	333	333	-	666.00	666
Management Fee	3,000	3,000	-	6,000	6,000	-
Office Supplies	377	893	516	1,749	1,786.00	37
Postage	-	69	69	-	138.00	138
Staff Travel	-	267	267	-	534.00	534
Administrative Expense	3,538	5,103	1,565	3,588	10,206.00	6,618
Telecommunications	-	85	85	69	170.00	101
<b>Total Administrative Expense</b>	<b>20,478</b>	<b>23,670</b>	<b>3,192</b>	<b>44,920</b>	<b>47,340</b>	<b>2,420</b>
 <b>Restricted HAP Expense</b>						
Housing Assisted Payments	210,732	196,394	(14,338)	417,011	392,788	(24,223)
<b>Total Restricted HAP Expense</b>	<b>210,732</b>	<b>196,394</b>	<b>(14,338)</b>	<b>417,011</b>	<b>392,788</b>	<b>(24,223)</b>
 <b>HAP Income Less HAP Pymts (Loss)</b>	<b>(6,376)</b>	<b>1,906</b>	<b>20,394</b>	<b>(15,294)</b>	<b>3,812</b>	<b>29,340</b>
 <b>TOTAL Operating Expense</b>	<b>231,210</b>	<b>220,064</b>	<b>(11,146)</b>	<b>461,932</b>	<b>440,128</b>	<b>(21,804)</b>
 <b>NET INCOME (LOSS)</b>	<b>(3,803)</b>	<b>26,806</b>	<b>(30,609)</b>	<b>(15,708)</b>	<b>53,612</b>	<b>(69,320)</b>

# Jackson Housing Commission

## Section 8 Voucher Program

### Balance Sheet

Month Ending May 31, 2016

#### ASSETS

##### Current Assets

##### Cash

Cash - General Fund

\$ 172,532

**Total Cash**

**\$ 172,532**

##### Other Current Assets

Investments - Citizens

\$ 3,638

**Total Other Current Assets**

**\$ 3,638**

##### Prepaid Assets

Prepaid

\$ 4,394

**Total Prepaid Assets**

**\$ 4,394**

**Total Current Assets**

**\$ 180,564**

##### Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

**Total Fixed Assets**

**\$ -**

**TOTAL ASSETS**

**\$ 180,564**

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 9,000

**Total Current Liabilities**

**\$ 15,833**

##### Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 97,924

Unrestricted Net Position

\$ 82,514

Net Income (Loss)

\$ (15,708)

**Total Equity**

**\$ 164,730**

**TOTAL LIABILITIES & EQUITY**

**\$ 180,564**

**JACKSON HOUSING COMMISSION  
COMMISSION MEETING  
PETTY CASH REPORT**

<b>DATE:</b>	<b>NUMBER:</b>	<b>DESCRIPTION:</b>	<b>AMP#</b>	<b>AMOUNT USED:</b>	<b>ADJUSTMENT</b>	<b>REMAINING BALANCE</b>
04.29.2016	495	Jannaa Pool mileage 04.05.2016- 04.29.2016	91800.1	\$ 30.20		\$ 1,761.39
05.11.2016	496	Brenda Fridd Court Filings	91700.1 \$15			
05.12.2016	497	Jason Omo	91700.3 \$55	\$ 70.00		\$ 1,691.39
05.12.2016	498	Laura Stevens	94200	\$ 18.01		\$ 1,673.38
05.19.2016	499	Brenda Fridd Court Filings	91800.3	\$ 56.16		\$ 1,617.22
05.19.2016	500	Denny Parks mileage	91700.1	\$ 30.00		\$ 1,587.22
			91800.3	\$ 21.60		\$ 1,565.62
05.23.2016	501	Brenda Fridd Court filings 04.13.2016, 04.29.2016	91700.1 \$55			
05.25.2016	502	Brenda Fridd mileage 4.6.16-5.25.16	91700.3 \$275	\$ 330.00		\$ 1,235.62
05.25.2016	503	Gary Cram mileage 5.14.16- 5.18.16	91800.4	\$ 35.64		\$ 1,199.98
05.25.2016	504	Jason Omo computer supplies	91800.3	\$ 58.86		\$ 1,141.12
			91600.4	\$ 41.95		\$ 1,099.17
						\$ 1,099.17
						\$ 1,099.17
						\$ 1,099.17

**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT  
MAY 2016**

DATE COMPLETE		DV/PJ	ACTIVITY	TENANT	STAFF
05/01	09:45a-10:30a	CT	No heat		Stevens
05/01	10:41a-12:33p	CT	No heat		Stevens
05/01	02:30p-04:40p	RM	Sewer back-up, Called Rooney's affected apt's A-1 A-2 & A-3		Stevens
05/01	07:15p-07:45p	CT	Resident wanted more than 1 space heater		Stevens
05/01	08:25p-09:00p	RM	John from Minute man needed to have access to the laundry room	A-Bldg	Stevens
05/02	04:45a-05:34a	CT	Co2 Alarm		Stevens
05/03	05:20p-06:00p	SBN	Smoke alarm beeping		Stevens
05/04	04:54p-05:30p	CT	No electricity to freezer or frig		Stevens
05/04	05:45p-06:30p	CT	Alarm not set	Office	Stevens
05/04	07:20p-07:45p	RM	Lockout		Stevens
05/06	05:00p-05:30p	RM	No power		Parks
05/07	09:10p-09:50p	RM	Water leaking from ceiling		Parks
05/09	11:00p-12:00p	CT	Clogged toilet		Parks
05/10	07:00p-07:30p	RM	Lockout		Parks
05/10	09:30p-10:30p	RM	Water leak, main line clog, needs to call plumber		Parks
05/11	11:00p-11:30p	RM	Lockout		Parks
05/13	01:00a-01:30a	RM	Lockout		Parks
05/14	09:00a-12:30p	RM	Plugged toilet		Cram
05/14	01:40p-02:20p	RM	No hot water		Cram
05/14	02:20p-03:20p	CT	Has ½ power		Cram
05/14	04:40p-05:30p	CT	No hot water		Cram
05/14	05:40p-06:20p	RM	No heat		Cram
05/17	08:00p-09:30p	CT	Tub leaking		Cram
05/18	05:30p-06:30p	RM	Sink plugged		Cram
05/18	09:00p-10:00p	RM	Lockout		Cram
05/20	04:40p-05:10p	RM	FOB not working		Nethercott
05/20	10:40p-12:40a	RM	FOB locks on H-Bldg disengaged & Bldg open to public, had Pam come in to access system and manually reset the doors	H-Bldg	Nethercott
05/22	02:20a-02:50a	RM	Lockout		Nethercott
05/22	09:15a-10:15a	RM	Lost power in apt after stove turned on, reset breaker		Nethercott
05/22	12:30p-01:10p	RM	Leaking drain & supply line, reported black mold		Nethercott
05/22	09:45p-10:15p	CT	Washing machine water supply leaking, tenants hose burst		Nethercott
05/23	04:45p-05:10p	CT	Alarm not set	Office	Nethercott
05/27	01:30p-02:00p	SBN	Outlet not working		Parks
05/27	02:15p-02:45p	RM	No hot water		Parks
05/28	08:30a-10:00a	CT	Broken window		Parks
05/28	10:30a-11:00a	RM	Lockout office	Pamela	Parks
05/28	01:45p-02:15p	SBN	Faucet won't turn off		Parks
05/29	01:15p-01:40p	SBN	No hot water		Parks
05/29	02:30p-03:00p	SBN	Put in new water heater		Parks
05/29	01:46p-02:00p	RM	Co2 out		Parks
05/29	02:00p-02:15p	RM	No hot water		Parks
05/30	08:30a-10:30a	RM	Main line clogged, Called Rooney's		Parks
05/30	12:45p-01:15p	RM	Aide is worried wants tenant checked on		Parks

DATE COMPLETE		DV/PJ	ACTIVITY	TENANT	STAFF
05/30	02:10p-02:40p	RM	Lockout		Parks

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	51,542	\$ 6,395.37	9,749	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	9,973	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16	48,814	\$ 5,923.22	13,462	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Apr-16	53,717	\$ 6,539.83	16,417	\$ 10,760.42				\$ -	\$ 17,300.25
May-16	47,590	\$ 5,914.46	8,480	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	255,068.00	\$ 31,403.86	58,081	\$ 39,764.45	508,300	\$ 16,541.85	\$ 8,876.83	\$ 25,418.68	\$ 96,586.99

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	137,240	\$ 16,186.52	9,818	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72
Feb-16	107,582	\$ 13,307.44	10,974	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25
Mar-16	102,558	\$ 12,133.57	10,530	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23
Apr-16	101,640	\$ 12,748.07	7,709	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80
May-16	95,400	\$ 11,363.36	20	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	544,420	\$ 65,738.96	39,051	\$ 28,814.79	582,583	\$ 15,234.16	\$ 9,012.87	\$ 24,247.03	\$ 118,800.78

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Feb-16	2,925	\$ 517.53	1,034	\$ 801.13				\$ -	\$ 1,318.66
Mar-16	2,111	\$ 352.59	439	\$ 370.33				\$ -	\$ 722.92
Apr-16	1,685	\$ 266.59	190	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81
May-16	1,172	\$ 197.90	64	\$ 65.96				\$ -	\$ 263.86
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	9,868	1,643.16	2,065.00	1,638.67	432,550.00	13,142.87	6,524.30	19,667.17	22,949.00

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2016
		NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	
Jan-16	190,757	\$ 22,890.44	19,905	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ -	\$ 52,119.91
Feb-16	163,912	\$ 20,455.95	21,981	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ -	\$ 54,388.64
Mar-16	153,483	\$ 18,409.38	24,431	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ -	\$ 41,264.17
Apr-16	157,042	\$ 19,554.49	24,316	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ -	\$ 50,622.86
May-16	144,162	\$ 17,475.72	8,564	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ -	\$ 39,941.19
Jun-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Jul-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Aug-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
	809,356	\$ 98,785.98	99,197.00	\$ 70,217.91	1,523,433	\$ 44,918.88	\$ 24,414.00	\$ 69,332.88	\$ -	\$ 238,336.77